

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date August 26, 1971	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 2		Date Received SEP 8 1971	Date Completed 7 SEP 17 1971
3. AGENCY, Division, Subdivision & Administering Office Address State Department of Labor Employment Security Agency, Unemployment Insurance Division, Employer Accounts Section, State Labor Building, Atlanta, Georgia 30334 Records Location: In section & 1 P'tree Storage		4. Person to Contact Peggy D. White	
		5. Working Title Supervisor	6. Tel. No. 3061

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates April 1968 - to date	9. EXACT SERIES TITLE Employer Wage Summary Report Files (White Copy) EMPLOYER QUARTERLY UNEMPLOYMENT WAGE REPORTS (GREEN COPY)
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10. What function performed resulted in creation of this series

This section of the Unemployment Insurance Division receives, examines, batches, and maintains quarterly Wage Summary Reports. Establishes and maintains a record of report delinquency. Endorses and banks all employer remittances, indicating distribution of delinquent remittance and reapplication of return items. /Receives and prepares Forms 940-B and Schedules A for machine certification (Immediate prior year only), manually certifies delinquents and discrepant and returns to Internal Revenue Service Centers. /Initiates adjustments to taxable wages and base period wage credits. /Initiates new entries and corrections from Daily Report to the employer name and address computer tape and establishes penalty and interest dates in the machine record. GENERAL FILES UNIT: Establishes and maintains employer liability files by Acct. No. & alphabetic cross reference file - name to Acct. No.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

File consists of Form No. E.S.A.-4, "Wage Summary Report" (Green Copy) and Form No. E.S.A.-4B "Continuation Sheet - Employer's Report of Total Wages Paid to Each Employee." Both forms together constitute the "Wage Record Copy" as filed quarterly by separate employers throughout the state. Reports are grouped into batches and the batches are filed in numerical order.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	White & Green ANNUAL RATE OF ACCUMULATION Copies	No. of Drawers	Cu. Ft. of Records
2nd. Qt./69 - 2nd. Qt./71 Letter-size File Drawers	171	259		25	37.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 294'	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Frequent 70	Decrease 60 to Approx. 15 per day

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published?
Check on statistical summaries. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling?
Secured by Federal Law. ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?
Desirability of filming is being considered. ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file?
To facilitate accounting. ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds?
100% federal funding. ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept --four--- years:

a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Section 14 of Employment Security Law as amended through March, 1968, Sub-section 54-650.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER CALENDAR QUARTER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area - - - month(s) / --Two-- year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold --two-- year(s), then:

a ☒ Destroy

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

No further administrative value after 4 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>McCartu</i>	Recommendations prepared by <i>McCartu</i>	Approved for Division Date <i>Sam 1-7-71</i>	Records Management Officer Date <i>W. H. King 1-7-71</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Sam Caldwell</i>	Date <i>7-9-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hoot</i>	Date <i>9-10-71</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Gen. J. J. Fortson Jr.</i>	Date <i>9-13-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>9-16-71</i>

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12. EQUIPMENT OCCUPIED 2nd. Qt. 769 - 2nd. Qt. 771 Letter-size File Drawers	No. of Drawers 171	Cu. Ft. of Records 259	White & Green ANNUAL RATE OF ACCUMULATION Copies	No. of Drawers 25	Cu. Ft. of Records 37.5		
Legal-size File Drawers				Floor Space Occupied (Square Feet) 294'	In Office(s)	In Storage Area(s)	
			By Annual Accumulation	This Year's Frequent	Last Year's 60	Preceding Year's Decrease	All Prior Years to Approx. 15 per day
			AVERAGE DAILY REFERENCES	70	60		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

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A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s) / Two year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold two year(s), then:

a ☒ Destroy year(s) after transfer to center.

b ☐ Transfer historical material to Archives; year(s) after transfer to destroy remainder.

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C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

No further administrative value after 4 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26 Inventory taken by <i>McCarte</i>	Recommendations prepared by <i>McCarte</i>	Approved for Division Date <i>Sam 1-2-71</i>	Records Management Officer Date <i>W. H. King 1-2-71</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Sam Aldred</i>	Date <i>9-9-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll West</i>	Date <i>9-10-71</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Gen. J. J. Johnston</i>	Date <i>9-13-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>9-16-71</i>

Records Retention Schedule

DEPARTMENT OF LABOR
Employment Security Agency
Unemployment Insurance Services Division
Board of Review

The Board of Review administers appeals under Unemployment Compensation; Unemployment Compensation Federal Employees; Unemployment Compensation Ex-Servicemen; Special Unemployment Assistance; Extended Benefits; and Federal Supplemental Benefits Programs. The Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures.

Appl

NoDescriptionDisposition

77-48-A

APPEAL DECISION FILE - Documents relating to Unemployment Insurance Appeals of monetary and non-monetary determinations. Included are Board of Review decisions and Referee Decisions. File is arranged by Docket Number.

Record Copy: At end of each month send to State Archives for permanent retention.
Reference Copy: Cut off file at end of each calendar year, hold in current files area 3 years; then destroy.

APPROVED: 01/24/77

AMENDED: 02/05/79

DEPARTMENT OF LABOR
Employment Security Agency
Unemployment Insurance Services Division

Appl

NoDescriptionDisposition

5

STATE UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO. File is arranged alpha by claimant name.

Cut off files at end of each calendar quarter screening, withdraw from active file at end of benefit year, hold in current files area 1 year; then destroy.

APPROVED: 09/17/71

6

FEDERAL UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO, 499, 931. File arranged alpha by claimant name.

Cut off file at end of each calendar quarter screening, hold in current files area 4 years; then destroy.

APPROVED: 09/17/71

7

EMPLOYER WAGE SUMMARY REPORT FILES - Documents relating to wages paid and taxes due to Department. Included are ESA forms 4 and 4B (together forms constitute "Wage Record Copy"). Reports are grouped in batches of 50 and filed numerically by assigned number.

Cut off files at end of each calendar quarter, hold in current files area 2 years; then transfer to State Records Center, hold 2 years; then destroy.

APPROVED: 09/17/71